



JUNE BEVAN TROPHY
&
AUSTRALASIAN UNDER 17
INDIVIDUAL CHAMPIONSHIPS

EVENT GUIDELINES

FOR

ORGANISING COMMITTEES

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Section 1 – Event Guidelines

1 Application to stage the Event

- i) The procedure for applying for the event for **Badminton Australia** is:
 - 1. Bidding Documentation is available on the Badminton Australia website
 - 2. Bid Forms are sent out by Badminton Australia during the year. Applications close one month before the AGM each year.
 - 3. States or territories can apply two to three years in advance to host this event.
 - 4. Any State or Territory can apply to host this event as long as they fit the criteria in the Badminton Australia Bid Form.
 - 5. Applications are considered by the BA JDC committee and a recommendation passed to the BA Board for ratification.

- ii) The procedure for applying for the event for **Badminton New Zealand** is:
 - 1. Bid Forms are sent out by Badminton New Zealand to all Associations.
 - 2. Associations apply two years in advance to host this event.
 - 3. Any Association can apply to host this event as long as they meet the June Bevan Event Guidelines and Bylaws and comply with the Badminton NZ Tournaments & Procedures "Blue Book" both available on the Badminton New Zealand website.
 - 4. Applications are considered by the Badminton NZ JDC Committee and recommendations passed to the Badminton NZ Board for ratification.

Badminton Australia and Badminton New Zealand have a three to one rotation for hosting the Events.

2009 AU
2010 AU
2011 NZ
2012 AU
2013 AU
2014 AU
2015 NZ

Each application must be endorsed by the applicant National Body i.e. Badminton Australia, Badminton NZ.

2 SUCCESSFUL APPLICANTS

2.1 Appointment of an Event Director

The host must submit the name of the nominated Event Director to the BA, BNZ or BOC for approval. The Event Director will act as Chairperson of the Tournament Committee and will be responsible for the co-ordination of all tournament sub-committee activities.

2.2 Tournament Referee(s)

The host must submit the name(s) of the nominated Tournament Referee(s) to either the BA or BNZ for approval at least six months prior to the event. The Referee has the responsibility of ensuring adherence to all regulations and the tournament draws.

2.3 Advance Notification

The host to send to each State/Region/Oceania Member a preliminary letter advising the name and address for all correspondence and a copy of the details re the venue, accommodation and anticipated costing (this should be a copy of information given to all at a previous Managers Meeting). Duplicated copies to be sent to BA, BNZ and BOC for their reference.

2.4 Tournament Committee – Areas of Responsibility

The following is a suggested list of Sub Committees with areas of responsibility for the successful hosting of the Event.

3 ADMINISTRATION

3.1 Programme and Regulations

Set timetables for tournament events and prepare the required pre and post Event meetings of Coaches and Managers (and other team Officials). Ensure that all details required by BA & BNZ and the June Bevan By-Laws are adhered to.

3.2 Finances

Prepare a tournament budget covering all areas of possible expenditure. Ensure appropriate accounting systems are in place and if possible, ensure separate bank accounts are established with the necessary signatories. Compile a Financial Statement/Balance at the conclusion of the Event.

3.3 Sponsorship

In conjunction with any State/Region/Association seek corporate sponsorship for the Event. Offer:

- the inclusion of sponsors logo/message on all Event correspondence
- signage at the venue (check venue hire agreement)
- complimentary passes to all sessions of the Event – especially the finals and presentations
- advertising in the Official Tournament Programme
- naming rights to the overall Event
- naming rights/engraving on all trophies/medals

3.4 Trophies

Appoint a Trophy Officer to handle;

- 3.4.1 The return of the permanent perpetual trophies.
- 3.4.2 Purchase trophies for all winners/runners-up in the five Championship events and winners of corresponding plates.
- 3.4.3 Purchase trophies for all Special Awards i.e. Sportsmanship Awards, Ranking Awards, team medals etc.
- 3.4.4 Prepare a recipient list of winners/awardees and send to next host and national body.
- 3.4.5 Ensure all trophies are correctly engraved prior to presentation.

3.5 Shuttles

Appoint a Shuttle Officer to ensure the purchase, distribution and retrieval of shuttles throughout the Event. A minimum of two speeds of shuttle should be available for all sessions of the Event. Shuttles prior to all finals should be pre-tested.

3.6 Medical and First Aid

Ensure that the services of Medical or qualified First Aid personnel **are available on site throughout** the event. Addresses of hospitals, doctors, physiotherapists and other sports medicine practitioners should be listed in the Managers Notes. Ensure a suitable area within the venue is available for medical personnel.

3.7 Administrative Equipment Computer(s) and operators

It is essential that all computer operators are familiar with the tournament programme used to record all results. A back up system to be in place in case of computer malfunction. Printers should be able to handle up to seven sets of documentation for ties at any one session. (see photo of computer set up)



Photocopier/Fax Machine

Ensure the availability of a multi-copy automatic photocopier. There are a large number of photocopies required during the Event, particularly for:

- i. the generation of umpire sheets and team results
- ii. draws
- iii. newsletters – information sheets - reports
- iv. compilation of all results (team booklets)

Ensure ample supplies of paper and toner/cartridges are available. Ensure the availability of a reliable fax machine for the relaying of results etc to news media, State/Regional/Association offices. Ensure Managers are aware of any user pays system.



Public Address System

Ensure a suitable P.A. System is in place. Ensure all areas of the venue are covered by the system. Any system should be used only at appropriate times i.e. presentations etc.

Clipboards/Team Boxes

Ensure that a set method of communication between the Tournament Office and all teams is in place – this could be a named clipboard, box, pigeonhole etc. All results, newsletters and other relevant material for teams should use this system.



Noticeboards

Ensure ample noticeboard space is available for a results and other relevant public information (up to 50 team results plus individual draws are possible).

3.8 Master of Ceremonies

Appoint a Master of Ceremony to be responsible for all introductions and proceedings at the Opening and Closing Ceremonies – this could be the Event Director (see photo).



4 PLAYERS/TEAM OFFICIALS EVENT PROGRAMME

4.1 Content/Layout

Ensure the collection of all information for publication of the programme. The Programme should contain:

- A message from BA & BNZ National Bodies
- A message from the host President/Chairman
- A message from local mayor and/or Minister of Sport or similar
- The name of the Event Referee and Deputy Referee
- A list of events
- Table for previous winners –
 - June Bevan Trophy
 - Individual Events
 - Special Awards
- June Bevan teams event draw and points tables
- Individual Championships – finals page
- History of the Event
- Player Profiles (photographs are optional)
- Plus other relevant material i.e. advertising etc

4.2 Cover Design

The official name of the Event is:

Australasian Under 17 Badminton Championships incorporating The June Bevan Trophy.

The cover design should include the host State/Region/Association name, the venue and date(s).

4.3 Advertising

If possible gain advertising from local business to cover the costs of producing the programme. Ensure the provisions of any sponsorship arrangements which may have been made for the Event – non conflicting advertising/sponsorship is not only courteous, but may enable long term arrangements to be negotiated.

4.4 Distribution

A copy of the programme should be distributed to:

- Every player
- Team Officials – Coach, Manager, Court Official
- BA and BNZ
- Media outlets – accompanied by a Tournament Press Release
- Other copies should be made available for public purchase.

5 VENUE – HALLS/COURTS

Ensure the venue is available for the duration of the event and the operating hours are sufficient for early starts, late finishes. The venue should be approved by the Tournament Referee



prior to commencement of the tournament. Ensure sufficient rubbish bins etc are available. Ensure that brooms and other cleaning products are readily available.

5.1 Court Layout

Ensure that the venue complies with Badminton Regulations as to height, lighting and surrounds etc. If portable courts are being used, ensure sufficient spacing between courts to place umpire stands/court officials chairs etc. Ensure plenty of player/spectator seating is available adjacent to all courts. Please ensure all court signage is mutually agreed to in setting up. BA & ASC court signage will be provided by BA office.



5.2 Nets/Tapes

Ensure sufficient supply of nets and tapes are available – replacement of torn nets is better than repairs. If a multipurpose venue is being used, ensure that all badminton lines are continuous – therefore ensure sufficient supply of similar coloured tape is available at all times. Where possible all other lines should be “blacked out”.

5.3 Umpire Stands

Ensure sufficient umpire stands/seats are available for all courts. Linesperson chairs should be placed in appropriate places in accordance with the Tournament Referee. If possible provide umpire microphones for finals.

5.4 Umpire Boards

Ensure that every court has an appropriate sized umpire board, pen and stop watch (Check the size of the umpire sheets first).

5.5 Flip Boards/Score Boards

Where possible ensure every court has individual flip-boards facing the spectator seating. These can be operated by linespersons or in finals by a separate court official. Additional scoreboards adjacent to the control desks can be used for tie on-going tie results.



6 COURT OFFICIALS

6.1 Teams Events

- 6.1.1 Ensure that a room or similar space is available for Court Officials.
- 6.1.2 Meet daily with the Tournament Referee (and Event Director) and established each sessions duties and tie allocations.
- 6.1.3 Prepare daily reports on player conduct.

6.2 Individual Events

- 6.2.1 Assist where required with roster of court officials for the Individual Championships opening rounds.
- 6.2.2 Prepare an independent Court Officials roster for all semi-final and finals.
- 6.2.3 Prepare any necessary reports on player conduct. These should be discussed with the Tournament Referee, who will recommend any appropriate punishment.
- 6.2.4 Prepare an Event Summary Report.

7 CATERING

7.1 Sub Lease Contracts

- 7.1.1 Negotiate with catering company to ensure that food and drink are available from start to finish of each day of the Event.
- 7.1.2 Be specific re the type and quality of snack and luncheon food required.
- 7.1.3 Arrange, if possible, for caterer to provide evening meals to close of the last session of play. Seek meal types from Team Managers prior to the commencement of the Event.
- 7.1.4 Ensure meal order forms are issued to all Team Managers.
- 7.1.5 Liaise daily with caterers re problems and possible solutions.
- 7.1.6 Liaise with caterers RE Religious food observances (i.e. Good Friday) and Individual player/team management dietary requirements.

7.2 Volunteer Caterers

- 7.2.1 Ensure that a good number of volunteers are available.
- 7.2.2 Display a daily menu and opening hours
- 7.2.3 Ensure a Convenor liaises with the Event Director and Team managers with regards to individual requirements.

8 SOCIAL FUNCTIONS

8.1 Player Function

Ensure that a suitable venue is available for the end of Event social/disco for players. This event should be a user pays functions and is the total responsibility of the host. The function should be "player only" and restricted entry adhered to.

8.2 Officials Functions

Pre Tournament Managers Meeting – this if possible should be held the evening prior to commencement of play. Light finger food and tea/coffee should be served.

End of Event Function – if possible the adult venue should be separate to that of the players. This function should be a user pays and open to all Team Officials, Tournament Committee and parents.

9 MERCHANDISING

Arrange for the provision of any authorised apparel, badges, mementos etc. list of merchandise available should be sent to all teams in pre tournament newsletters.

10 PUBLICITY

Appoint an Event Publicity Officer who is responsible for all pre Event press releases and the establishment of relationships with local media personnel. All results should be faxed/emailed to the local Press Association for distribution to national and international media organisations. Daily radio/TV reports and editorial in newspapers are recommended.

11 PHOTOGRAPHS

- 11.1 Arrange for a photographer to be present at the venue (at a time appropriate to the overall timetable) to take team photographs.
- 11.2 Organise a roster for which the teams are to assemble – where possible, place two teams from the same State/Region at adjacent timeslots.
- 11.3 If players names are to be printed on the photographs, provide a form for the Team Managers to list the names of their players in the exact order as placed for the photograph.

12 SECRETARIAL DOCUMENTATION

12.1 Advance information

Tournament Secretary to send to all States/Regions/Associations information on the venue and location, accommodation details and other relevant material within three months of the previous event.

12.2 Entry forms for June Bevan Trophy Teams Championship (see example in Appendix)

Entry form requires details of

- Team Name / State / Region
- Name and address of Team Contact
- (either State Secretary or Team Manager)
- If Contact is not the State Secretary – leave space for this also.
- Name of Team Manager, Team Coach and Team Court Official
- Players' Names and dates of birth
- Player Profiles – short list of information required e.g. Name, DOB, Performances, Interests, Ambitions, etc plus a photograph if required.

12.3 Entry forms for Individual Championships

Summary of entries from each State/Region to be listed in ranked order of merit.
Current State or national ranking where applicable.

12.4 Order Forms – with price list for:

- Disco (or other event).
- Photographs
- Tournament Venue Entry Passes
- T-shirts (if applicable)
- Mementos or badges, etc.
- Meals (if applicable)

12.5 Payment Summary sheet would be helpful

Ensure that the name of the account into which payments are directed is listed. A list of the tournament bank account numbers and any bank draft facilities.

13 Managers Kits

Each Team Manager will need to have a team folder containing:

- Team Nomination Sheet for each round of play
- Sportsmanship Nomination forms
- Copy any local regulations
- A copy of all team Ranking Lists
- A tournament accommodation list
- A list of Tournament Personnel contact details
- A sample Umpiring sheet (if different to BWF model)

14 Certificates

Event Participation Certificates for all players, Additional certificates for coaches, managers and court officials are at the discretion of the host.

15 Events Meetings

Pre Tournament Officials Meeting

This to be held at the evening prior to the commencement of play (Refer to relevant by-law)

Court Officials Meeting – at the discretion of the Referee.

16 Post Event Report

At the conclusion of the Event, the Tournament Committee shall compile a report detailing:

- Final positions of all Teams in the June Bevan Trophy event.
- Winners and runners up in all Individual Events.
- Winners of Special Awards.
- Summary of the Event and any recommendations.
- Tournament Income and Expenditure:
 - to include details of the court hours usage and shuttle usage as a guide to the next host association.
 - the host association's merchandising and sponsorship dealings to offset expenses do not need to be included. However, the amount of these funds used to balance the books should be listed as tournament sponsorship from the host association.
- Full Referees Report

Event Report Distribution to: (within one calendar month)

- Next host association.
- All current competing associations in the event.
- Badminton Australia and Badminton New Zealand.

17 THE TOURNAMENT DRAW

Refer to Under 17 By-Law re Referee's control of the Draw.

17.1 June Bevan Trophy Teams Championship

The Tournament Referee will over see the preparation of the draw using the format as per appendix 1. This draw shall be sent to all competing teams at least one month prior to the commencement of the Event with copies to BA, BNZ and BOC.

17.2 Individual Events

- 17.2.1 A draw for the Individual events will be conducted during the Teams Event at a time notified by the host Association.
- 17.2.2 The seeds for the draw will be determined by the Referee
- 17.2.3 The order of importance when determining the seeds will be:
 - National Ranking
 - Performances during the tournament (JBT).
 - Previous year's ranking
 - Team ranking

Timelines for Junior Events

Timeframe	Action	Responsibility
On being awarded the event	Provide the contact details, city and proposed venue to Badminton Australia or Badminton NZ and all Members.	State/Host Associations
8 months out	Provide detailed information to BA/BNZ and Members.	Host Association
6 months out	Nominate the Referee(s) for the event to ABCOC/BNZCOC – to be announced to Members.	Host Association, ABCOC/NZCOC, BA or BNZ
6 months out	The name and contact details of the Event Director confirmed – communicated to Members	Host Association, BA or BNZ
6 months out	Prepare entry forms and have this approved by BA – then circulate to States / NZ	Host Association / BA or BNZ
2 months out	Advise all teams brand of shuttles to be used	Host Association
2 months out	Close of team entries and payment to host Association	All States / BA or BNZ
1 month out	Deadline for team members names sent to host association	Referee/Host Association/ BA or BNZ
14 days/ 2 weeks out	Draw circulated to the States/Territories, BA and BNZ and Teams after it has been approved by the Referee.	Host Association, Referee
At Managers Meeting	Manager to lodge full ranking list of all players	Team Managers/Coaches
Approx 2 hrs before each tie	Managers to provide Referee with team list for tie	Team Managers
1 month after	Minutes of managers meetings prepared and circulated	Host Association
1 month after	Referees report circulated to BA/BNZ/COC and members	Referee

Badminton Championship Trophies

Year _____

U17 Nationals

TROPHY	WINNER(S)	ADDRESS	SIGN
Boys Singles			
Girls Singles			
Boys Doubles	1. 2.		
Girls Doubles	1. 2.		
Mixed Doubles	1. 2.		
June Bevan Trophy			
Val Nesbitt Trophy			

Please return copies of this signed form to:
Badminton Australia
 Unit 15, No. 8 Techno Park Drive, Williamstown, Vic 3016

Badminton Championship Trophy

As the recipient of this trophy, it is your responsibility to ensure it is engraved and maintained until the next Championships.

If you lose it in your care then you will be responsible for replacing the trophy.

Please deliver the trophy to Badminton Australia within 21 days or to the next host association before the start of the event.